

RUTHERFORD COUNTY TRANSIT
294 FAIRGROUND ROAD, SPINDALE, NORTH CAROLINA 28160

Notice to Individuals Being Drug and/or Alcohol Tested

Employee/Applicant Name _____ Date of test _____

As part of either your application or ongoing employment with Rutherford County Transit you are subject to alcohol and/or drug testing. Part of our testing process is to provide you with notice of your rights, responsibilities and the resulting consequences with regards to this testing. Please be advised:

1. You have a right to understand what type of testing will occur and the reason for such testing. If you have any questions about this test you may contact your supervisor or Director of Human Resources, Judy Toney who will gladly answer any questions.
2. You have a responsibility at the same time, to complete this test without delay and to understand that you cannot delay a required test while waiting on an explanation of this information.
3. **YOU SHOULD NOT PROVIDE ANY MEDICAL OR PRESCRIPTION INFORMATION TO THE COLLECTOR.** You may provide such information to the Medical Review Officer (MRO) physician conducting the medical review process of your test result.
4. You have a right to decline to complete any test required, but you must understand, that a refusal to test will result in an applicant no longer being eligible for employment or a current employee who refuses to test may be terminated. Likewise, applicants who attempt to alter tests will be subject to disciplinary action up to and including termination of employment.
5. Applicants who test positive for prohibited substances will no longer be considered for employment. A positive test result by a current employee will be used by the company to determine continued employment eligibility.
6. You have a right to be treated with basic dignity and privacy to the extent the circumstances permit. Should the collector believe you will attempt, or have attempted to tamper with or adulterate a specimen or you provide a specimen outside the acceptable range you may be required to undergo a specimen collection directly observed by a collector of the same gender. Refusal to allow a direct observed collection under these circumstances will be considered a refusal to test.
7. You have the right to expect that any personal information gathered or test result information will be treated as confidential as possible in a work environment.
8. If your job requires testing under federal regulation you have a responsibility to fully comply with the specific requirements of such testing. Specifically; showing up for testing when required, remaining in the testing center location until released by the collector, providing the required specimen type and quantity within the required time limits, completing any secondary testing required or medical evaluation as part of the regulation. Additionally, you must fully cooperate with the test collection personnel and in no way attempt to disrupt the testing process.
9. You have a right to understand that your specimen will be tested in a laboratory qualified to conduct such employment type testing and the laboratory report will be forwarded to the MRO who is a physician licensed to practice medicine and trained to perform such MRO duties. The MRO will discuss with you any positive lab result and give you an opportunity to provide any relevant medical information that would justify a lab positive.
10. You may have other rights not stated here, and the above stated rights and responsibilities may change from time to time depending on company policy, testing technology, state and federal law and/or contractor requirement.

You have rights under North Carolina law which provide that you will be informed, in writing within thirty (30) calendar days, of a verified positive test result, including the drug(s) for which you tested positive. North Carolina law also provides that you have the right, within ninety (90) calendar days of notice of a positive test, to request in writing, to have the original sample re-tested in another laboratory. All such re-testing shall be at your expense and such costs shall include, the actual costs charged by the laboratory, any chain-of-custody and shipping fees up to \$15 of employer costs to comply with your request.